

November 2008						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 DW reports and/or CFS Production reports complete month-end data Normal DW refresh
2	3 LABOR: Reverse October Month-end Estimate SURCHARGES Normal DW refresh	4 LABOR: PP21 Normal DW refresh	5 LABOR: PP21 SURCHARGES Normal DW refresh	6 Normal DW refresh	7 Normal DW refresh	8 Normal DW refresh
9	10 Normal DW refresh	11 HOLIDAY Normal DW refresh	12 Normal DW refresh	13 Normal DW refresh	14 Normal DW refresh	15 Normal DW refresh
16	17 LABOR: PP22 SURCHARGES GL: Update AR Trial Table Normal DW refresh	18 LABOR :November Month-end Estimate SURCHARGES Normal DW refresh	19 Normal DW refresh	20 DISBURSEMENTS: Last run for Nov Normal DW refresh	21 LABOR: NOV NOAA CORPS Normal DW refresh	22 Normal DW refresh
23	24 SLTs SLTs to be approved for November are due to FMB by 4:00 pm ET. Normal DW refresh	25 SLTs: 12:00 noon ET Final Approval CA SURCHARGES processed prior to the "Tier ONE" closing Normal DW refresh	26 CFS G/L MONTH-END PRELIM CLOSING 7:00 AM ET Close Tier 1 WIP CA O/U Process. 12:00 PM ET Close Tier 2 Normal DW refresh	27 HOLIDAY Normal DW refresh	28 DW reports and/or CFS Production reports complete month-end data Normal DW refresh	29 Normal DW refresh
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TIER "ONE" Closing

Tier "ONE" modules will be placed in "PRELIMINARY" close for the **November 2008 General Ledger**

- PR – Purchase Requisitions (Commitments)
- PO – Purchase Orders (Obligations, etc.)
- AP – Accounts Payable (Invoices and Receiving Tickets, etc.)

8:00 AM ET: "Tier ONE" may begin working on December 2008 transactions.

TIER "TWO" Closing

Tier TWO modules, will be placed in "PRELIMINARY" close for the **November 2008 General Ledger**

- BE – Budget Execution (Resources, Apportionments, Allotments, BOPs)
NOTE: Month end G/L closing process does NOT prohibit end users from entering BOPs.
- AR – Accounts Receivable
- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)
- GJ – General Journal (GJs and Labor, etc.)
- GL – General Ledger

- These transactions will affect the Cost Accumulation Surcharge & Over/Under processes.

"Tier TWO," should NOT enter ANY transactions while November 2008 is still open. **ONLY after November 2008** is closed may "Tier TWO" modules mentioned above begin working on December 2008 transactions.